

REAL ESTATE CLERK

NATURE OF WORK

This is responsible clerical work assisting in the acquisition of real estate related properties.

Work involves responsibility for the performance of a complex clerical operation surrounding the City's acquisition, relocation, rehabilitation and assessment of real estate property. This work involves independence of action and the exercise of judgment based on knowledge gained through experience. Work may involve responsibility for researching legal record files and County Register of Deeds files, and searching for property ownership, liens and legal descriptions. Supervision is received from an administrative supervisor.

EXAMPLES OF WORK PERFORMED

Researches and assembles data for various City and County property tax foreclosure sales in order to allow the proper evaluation of "bids" on behalf of the City.

Searches legal descriptions, determines ownership, calculates taxes and/or special assessments owed, and other related information by use of various mainframe computer programs.

Prepares a variety of correspondence and documents in connection with the sale of surplus property tax foreclosure property, and radial reuse property.

Works with the general public, and employees from other City and County departments, in relation to real estate owned and rehabilitation programs.

Answers inquiries from interested parties regarding surplus property for sale to include prices, dimensions, legal descriptions, zoning, policies and procedures regarding sales.

Operates word processing equipment, calculator, microcomputer and other common office equipment; develops simple programs for use on word processing equipment and microcomputer.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of different contract forms and legal documents involved in real estate transactions.

Some knowledge of the principles of real estate law and relocation assistance legislation.

Some knowledge of the principles and practices of real property appraisal.

Ability to maintain complex clerical records and prepare accurate reports from such records.

Ability to make mathematical computations with speed and accuracy.

Ability to understand and follow complex oral and written instructions.

Ability to make sound judgments in accordance with departmental rules, regulations, and policies.

Ability to establish and maintain effective working relationships with other co-workers, other City and County departments and the general public.

Skill in the operation of a word processor, microcomputer, computer terminal, calculator, and other common office machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent including or supplemented by courses in real estate and experience in general clerical work in a legal or real estate office.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by courses in real estate and some experience in general clerical work; or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska Real Estate Salesperson License is required at the time of appointment.

Approved by: _____
Department Head

Personnel Director

4/89
Revised 8/95

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